## THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

TERMS SECURITY AUTHORIZATION / FINANCE & HUMAN RESOURCES ACCESS

\*For STUDENT RECORDS authorization use form FC-210-1761 - Information Services Dep't. 407-870-4037

Employee	Name:	Last	First	Position:	
Last Existing User ID(s):			FIISL	Employee ID#:	
_		orization(s) requested:			
		New Addi	<u> </u>	Change	
<u>Finance</u>	<u>Please</u>	check authorization me	odule(s):		
	···	District (OSC)	Internal	(OIA)	
Proj	riie <u>FPRI</u>	Administrator (Appro	ve requisitions, amend budg	get, NO students records inquiry, approve leave)	
	Bookkeeper (Requisitions, warehouse orders, work orders, amend budget)				
	Bookkeeper (Requisitions, warehouse orders, work orders, amend budget, enter leave)				
	Bookkeeper (Requisitions, warehouse orders, work orders, amend budget, interdepartment billing				
	Secretary (Requisitions, warehouse orders, work orders, OPS contracts)				
	Secretary (Requisitions, warehouse orders, work orders, OPS contracts, enter leave)				
	Eustodian (Create work orders only)				
	FPRP Property Records (Update property records of assigned facility only)				
	FINI Inquiry Only				
	<u>Other</u>	Please Specify			
<u>Human Resources</u> <u>KRONOS</u>					
		Payroll - Secretary in	put	Food Service Managers	
		Payroll - Administrat	or approval	Payroll Clerks	
		Other-specify-		Other - specify -	
Special Ins	structions	s (ie. person being replace	ed):		
	Admin	istrator Name(printed)		Administrator Signature	
	Date		 Facility #	Facility Name	
Sub	mitted by				
Completes	l farms sh	and he commed 0 combbe.	Branda Birrara Osaria, F	inana /huanda vivavaasavia@aasaalaashaala nak	
Completed	i torms sn		ot send original. Keep for yo	<pre>inance (brenda.riveraosorio@osceolaschools.net) pur files)</pre>	
For Finance U	se Only			Portal (Payroll processing/approval)	
USERIDs:	Finance	HR	<u> </u>	KRONOS	
Input Date:		Time :	Initial:		
IS Notification	Date:	Time :	Initial:	Admin Notified:	
Action Taken					